

City of Carlsbad

Invites Applications for:

Fire Prevention Specialist I and II

(A Public Safety Position)

Monthly Salary Range

Specialist I: \$4,176 - \$5,077

Specialist II: \$4,593 - \$5,583

Plus Excellent Benefits

Filing Deadline:

Monday, July 17, 2006



The Position

There are one to two vacancies that may be filled at the I or II level depending on qualifications.

Under general supervision of the Fire Marshal, this position will perform a variety of fire prevention activities including, conducting fire inspections, enforcing building, fire and city codes; conducting plan reviews, and performing other related duties.

The Ideal Candidate

The ideal candidate will have:

- Excellent customer service skills;
- Knowledge of building, fire and safety codes related to preventing fires, storage, use and handling of hazardous materials and installing and maintaining fire alarm systems and fire extinguishing equipment;
- Completed coursework in Fire Prevention equivalent to CA State Fire Marshal classes;
- Associates' degree or higher level education;
- Ability to conduct plan reviews and inspections;
- Ability to work independently, but also as part of a team
- Knowledge of Microsoft Office and related applications and database systems.



Example of Duties

- Enforce City ordinances related to the prevention of fires, storage, and use of hazardous materials, proper installation and maintenance of fire alarm systems and fire-extinguishing systems and equipment;
- Conduct plan review and perform fire prevention inspections for various occupancies and special events;
- Provide technical training for fire department staff and engine company personnel;
- Conduct public education programs and special events and present to civic groups;
- Assist the public, other agencies, consultants and other employees with technical inquiries;
- Research, prepare and issue fire and life safety notices, permits and correction letters;
- As directed, respond to fire scenes to assist in investigations; and
- Maintain records and prepare departmental and special reports.
- ***Occasional weekends and evening work will be required.***

Qualifications

Fire Prevention Specialist I:

Equivalent to a high school graduation, supplemented by college or vocational course work in the field of fire protection or closely related field. An Associates' degree is highly desirable.

Fire Prevention Specialist II:

In addition, two years of progressively responsible experience in a variety of fire prevention activities. Courses equivalent to the CA State Fire Marshal courses in Fire Prevention are highly desirable.



Supplemental Questionnaire

Instruction: Please submit your responses to the following questions and attach to your application. Please type or legibly write your responses on no more than three sheets of paper.

1. Describe your experience in fire prevention activities. Please list the types of duties you have performed.
2. List your education and training that are related to this job.
3. List any special skills or strengths you would bring to this job.

Filing Deadline

Application materials may be obtained from and submitted to:

City of Carlsbad
Human Resources Department
1635 Faraday Avenue
Carlsbad, CA 92008
(760) 602-2440

www.carlsbadca.gov/hr

Completed City applications must be returned to the Human Resources Department by **5:00 PM, Monday July 17, 2006**.

Selection Process

A City Application and supplemental questionnaire must be submitted by **July 17, 2006**. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. This process may consist of an applicant rating, written or skills assessment exam and/or oral exam.

Those candidates who successfully complete the selection process will have their names placed on the eligibility list in categories of "Highly Qualified," "Qualified," and "Satisfactory." This list will remain in effect for one year. Those candidates who are deemed "Highly Qualified" will continue in the selection process. Depending on the results of the examination process, "Qualified" candidates may continue as well. Final candidates will have experience and educational background verified and will be required to furnish references.

The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.

EQUAL OPPORTUNITY EMPLOYER

City Mission Statement

To provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work, and play in Carlsbad.

Fire Department Mission Statement

To enhance the quality of life in our community by delivering exceptional services in safeguarding lives, property and our environment.

Key Safety Benefits

- *PERS Retirement: 3% @ 50.*
- *Generous indemnity or managed health care insurance coverage through CalPERS.*
- *Life, AD&D, and LTD*
- *12 Holidays; 80 hours vacation to start; and 96 hours sick leave annually.*

Human Resources
1635 Faraday Avenue, Carlsbad, CA 92008
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www.carlsbadca.gov/hr